

West Virginia TBI Waiver Quality Improvement Advisory Council Meeting Minutes	DATE: February 8, 2018 TIME: 10:00 am-2:30 pm LOCATION: Bureau of Senior Services Office 1900 Kanawha Blvd. Charleston, WV Charleston Town Center Mall 3rd Floor Conference Rooms A & B
Members Present:	
Rodney Smith, Terry Edgar, Mark Holmes, Regina Desmond, Tracy Wine, Carolyn Lecco, Heather Velez, On phone: Carrie Childers	
Members Not Present:	
Dale Heironomous	
Others Present:	
Barb Recknagel, Teresa McDonough, Mark Fordyce, Jennifer Logan, Vanessa VanGilder, Katharine Randall, Kathy Davidson, Delena Arthur, Radene Hinkle	

MINUTES

Agenda Item	Welcome/Introductions/Old Business/New Business	Presenter	Rodney Smith
Discussion and Conclusions:			
Old Business			
<ul style="list-style-type: none"> • Attendees reviewed the 8/10/2017 QIA Council minutes with corrections. Regina Desmond made a motion that the minutes be approved. Mark Holmes seconded this motion and the minutes were approved. • Attendees reviewed the 11/9/17 QIA Council minutes. Mark Holmes made a motion that the minutes be approved. Tracy Wine seconded this motion and the minutes were approved. 			
New Business			
<ul style="list-style-type: none"> ▪ The group reviewed a newspaper article regarding the history of Lewis County Senior Citizens Center’s participation with the TBIW program featuring quotes from council member Tracy Wine. ▪ Teresa McDonough shared that 20 slots, on the TBIW program, were opened with federal matching funds. These slots do not include the 10 TMH slots. All 19 people were able to be moved off the MEL. Teresa mentioned that BMS would need to do an addendum to the program application to CMS to inform them of the slots. Barb stated that 66 people were served by the TBIW program during 			

the fiscal year and that 62 people were currently being served as of January 1, 2018.

- The data requested at the previous council meeting was reviewed. It included the demographics of TBI Waiver Participants by county provided by KEPRO. Also the council reviewed data on the areas of TBI occurrences by county provided by Angela Morales of TBI Services with the CED.

Action Items	Person Responsible	Deadline
None		

Agenda Item	Council Membership-Applications	Presenter	Barb Recknagel
-------------	---------------------------------	-----------	----------------

Discussion and Conclusions:

Membership Vacancies - Discussed the council vacancies (one available for Stakeholder and one for TBI Survivor). Two applications for the stakeholder position were received and reviewed by council members. Mark Fordyce, a stakeholder with a TBI Waiver Program Provider Agency, was excused from the room so his application could be voted on. The council voted to accept his application. The other application for a Stakeholder was from a TBI survivor, so the group voted to accept the application for Brad Anderson as a TBI Survivor. Rodney Smith called for a vote and both Mark Fordyce and Brad Anderson were voted in as QIA council members.

Action Items	Person Responsible	Deadline
1. Notify Brad Anderson of his council appointment. 2. Determine new council membership terms	Barb Recknagel	1. 2/9/2018 2. During 5/10/18 Council Meeting

Agenda Item	Timelines for Waiver Application Renewal and Council Role	Presenter	Barb Recknagel, Teresa McDonough
-------------	---	-----------	----------------------------------

Discussion and Conclusions:

- BMS will host open forums in 2018 to solicit statewide feedback on the TBI Waiver application. Additionally, the application will be posted for a 30-day public comment period. BMS requested the council provide feedback and recommendations on policy changes. Teresa McDonough stated that at the August 2018 meeting, the QIA Council will have a set of recommendations to review and submit to BMS for consideration. After the Council’s recommendations are compiled, ten (10) Open Forums will be held around the state in September and October of 2018. Locations selected have been Keyser, Weston, Morgantown, Beckley and Huntington. Another forum will be held via a conference call. Barb mentioned that two forums would be held at each location; one from 2-4 pm for Providers and another from 6-8 pm for Families and stakeholders. All are open to the public.

- Barb provided the group with a spreadsheet with the application broken-out by section. Three work groups have been established to review/make suggestions in the following TBIW Policy Manual Sections: Program Eligibility/Medical Eligibility/Medical Criteria (Workgroup # 1); Covered Services/Staff Qualifications/Training (Workgroup # 2); and Person-Centered Assessment/Service Plan Development and Forms (Workgroup # 3).

- KEPRO staff members were assigned to facilitate each group and record suggestions. Barb noted that work groups would meet during council meetings in February and May with the option to meet at other times as necessary. Groups are to report back to the entire council during the August 2018 meeting. The results/recommendations will be provided to BMS by September 2018.

- Teresa McDonough asked Dr. Carrie Childers for assistance with research around prevalence of anoxia due to smoke inhalation; anoxia due to carbon monoxide inhalation and anoxia due to strangulation. Teresa would like to justify enough people in the state are affected by these conditions to requesting expansion of eligibility definition of TBI. Dr. Childers agreed to assist with research and it was decided she would report back and work with the Program Eligibility workgroup.

Action Items	Person Responsible	Deadline
---------------------	---------------------------	-----------------

1. Workgroups will complete assignment 2. KEPRO staff will assist workgroup with record keeping functions and any data request or research.	1. and 2. See attached list of TBIW Policy Review Workgroups	8/9/2018
--	--	----------

Agenda Item	Work Group Breakout Sessions	Presenters	Kepro Staff and Group Members
Discussion and Conclusions:			
<ul style="list-style-type: none"> All council members participated in their assigned workgroups to review assigned sections of TBIW policy manual. KEPRO staff facilitated and recorded suggestions and questions for further research. 			
Action Items	Person Responsible	Deadline	
1. Workgroup comments will be compiled and sent out to that workgroup 2. Workgroup members will review notes and provide feedback or clarification to KEPRO assigned staff 3. KEPRO staff will make the requested edits and send the draft workgroup documentation to the Council	KEPRO staff and Barb Recknagel	1. 3/8/2018 2. 3/29/2018 3. 4/5/2018	

Agenda Item	Lunch/Public Comment		
Discussion and Conclusions:			
<ul style="list-style-type: none"> No public comments made. Regina Desmond with Disability Rights provided a handout on Voter Identification Law implemented on 1/1/18. 			
Action Items	Person Responsible	Deadline	
None			

Minutes submitted by	Jennifer Logan, KEPRO/Barb Recknagel, KEPRO	02/20/18
----------------------	---	----------